

**CIVIL SERVICE RULE VII, SECTION 4**

**EMPLOYEE ACKNOWLEDGEMENT FORM**

The Civil Service Rule VII, Section 4 includes important information about the expectations and guidelines to which the department adheres. I understand that it is my responsibility to read the rules and abide by them. I should consult my immediate supervisor regarding any questions not answered in the rules.

I acknowledge receipt of Civil Service Rule VII, Section 4.

EMPLOYEE'S NAME (Printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**This form needs to be completed by the employee and the original sent  
to the Human Resources Manager (Courts) Room 104.**

STENO/NEW EMP PCKT/WORK RULES ACKNOWLEDGMENT